

# PROPERTY DESCRIPTION FORM

Please fill out one copy of this form for *each separate building* (not required for sheds).

\_\_\_\_\_  
(Titleholding congregation number)      \_\_\_\_\_  
(Congregation name)      \_\_\_\_\_  
(Congregation city)      \_\_\_\_\_  
(Congregation province or state)

\_\_\_\_\_  
(Street address of building)

\_\_\_\_\_  
(City)      \_\_\_\_\_  
(Province or state)      \_\_\_\_\_  
(Zone or code)

\_\_\_\_\_  
(Use of building)  
(Meetings, storage, apartment)      \_\_\_\_\_  
(Year built)      \_\_\_\_\_  
(Year of last major renovation)

\_\_\_\_\_  
(Total square footage)      \_\_\_\_\_  
(Number of floors)      \_\_\_\_\_  
(Seating capacity)

\_\_\_\_\_  
(Fire protection code number)  
(Choose from list on back.)

\_\_\_\_\_  
(Construction code number)  
(Choose from list on back.)

Please check appropriate response for the following questions:

Is it rented from others? (If rented, fill in replacement cost for contents only.)      Yes       No

Is there an underground storage tank on the property?      Yes       No

Is there a fire alarm or smoke detector installed?      Yes       No

\_\_\_\_\_  
(Building value)

\_\_\_\_\_  
(Contents value)

These two values combined represent the total cost of rebuilding a similar structure. Items permanently attached are generally considered part of the "building," not "contents," but the choice is not critical. Assume volunteer labor. Do **not** include the price of the land.

\_\_\_\_\_  
Regional Building Committee Representative (if applicable)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Congregation name, city, and province or state)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Province or state)

\_\_\_\_\_  
(Zone or code)

\_\_\_\_\_  
(Phone)

Fire Protection Codes	
Class	Description
1	Possesses all features of Class 2 and conforms with practically all standard requirements set for same.
2	Public water system of merit. May have auxiliary high-pressure system in the congested-value district. A heavily manned, well-trained, full-paid fire department, numerous pieces of standard equipment of all types. Municipal fire-alarm system.
3	Public water system of merit. Adequately manned, well-trained, full-paid fire department, numerous pieces of standard pumping, aerial ladder, and minor equipment. Municipal fire-alarm system.
4	Public water system is somewhat more extensive than Class 5. Full-paid fire department, numerous pieces of standard pumping equipment, and reasonably adequate aerial ladder equipment. Municipal fire-alarm system.
5	Public water system capable of supplying maximum consumption plus fire demands for ten hours. May be volunteer but usually full-paid fire department, several pieces of standard pumping equipment, and fairly adequate aerial ladder equipment. Municipal fire-alarm system.
6	Public water system considered fairly adequate and reliable under most ordinary conditions. Fire department on a volunteer or part-paid basis. Minimum of two well-equipped pumpers with a capacity of 750 gallons per minute.
7	Somewhat more adequate and reliable public water system than Class 8. Volunteer or part-paid fire department with pumping equipment with a capacity of 500 gallons per minute and at least 1,500 feet of 2.5-inch fire hose.
8	Water capable of delivering at least 500 gallons per minute for a minimum of five hours. (This is two standard hose streams of 250 gallons per minute each.) Volunteer fire department with pumping equipment with a capacity of 500 gallons per minute and at least 1,500 feet of fire hose.
9	Water supply inadequate. Volunteer fire department with pumping equipment with a capacity of 50 gallons per minute at 150 pounds per square inch and water tank with a capacity of at least 300 gallons. Also, it must have 300 feet of one-inch fire hose.
10	No recognized protection of value, having no apparatus with pumping capacity of at least 300 gallons, or having unacceptably long response time.

Construction Codes		
Code	Simple Description	Detail
0	Unknown	
1	Frame	Exterior walls of wood or other combustible materials, with combustible or noncombustible veneer.
2	Joisted Masonry	Self-supporting exterior walls of noncombustible masonry materials. Roof and floors are more combustible.
3	Noncombustible	Exterior walls and floors made of and supported by noncombustible materials, such as concrete or metal.
4	Masonry Noncombustible	Like noncombustible but with roof also noncombustible.
5	Modified Fire-Resistive	Exterior walls, floors, and roof are of masonry or other noncombustible material that will maintain structural integrity in a fire for one hour but not for two hours.
6	Fire-Resistive	Like modified fire-resistive but will maintain structural integrity in a fire for at least two hours.
7	Heavy Timber-Joisted Masonry	Joisted masonry building where the entire roof is at least two inches thick and is supported by timbers at least six inches wide and thick.
8	Superior Noncombustible	Noncombustible building where the entire roof is of 22-gauge metal or heavier on steel supports or where the entire roof is of 2-inch or thicker masonry on steel supports.
9	Superior Masonry Noncombustible	Masonry noncombustible buildings where the entire roof is of 22-gauge metal or heavier on steel supports or where the entire roof is of 2-inch or thicker masonry on steel supports.

(Coordinator of the body of elders or Regional Building Committee representative—Sign and print name)

(Date)

**Send completed form to the branch office, using one of the following methods:**

- Fax: (718) 560-7446
- E-mail: [treas@jw.org](mailto:treas@jw.org)
- Postal mail: Watchtower, Attn: Risk Management Desk, 25 Columbia Heights, Brooklyn, NY 11201-2483